

# WHERE DOES YOUR TIME GO??

Everyone Starts the Week with the Same Number of Hours.

So, Why Does MY Time Go So Fast?! Let's Find Out...

- Start with **168**. (number of hours in the week)
- Add the total number of hours you are in class each week, and subtract from 168.  $168 - \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$
- List all of your regular, weekly obligations (work hours, appointments, commuting time, work-out time, etc.) and subtract.  $168 - \underline{\hspace{2cm}} - \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$
- How much time do you sleep on a typical 'school night'? Multiply that number by 5 (school days) and subtract from 168.  $168 - \underline{\hspace{2cm}} - \underline{\hspace{2cm}} - \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$
- How much time do you spend eating each day? How much time, on average, do you spend: in a restaurant, shopping for food, preparing/cleaning up? Multiply that number by 3 (meals per day) and then by 7 (days in week) and subtract from 168.  $168 - \underline{\hspace{2cm}} - \underline{\hspace{2cm}} - \underline{\hspace{2cm}} - \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$
- How many hours remain?  $\underline{\hspace{2cm}}$
- How many hours a day do you study, on average? Did you know that successful students say that they need an average of 2 hours of study per hour of class? That means, if you are taking **15 hours this semester**, you should plan to study a minimum of **30 hours each week**. Consider how long it takes to: Read AND Understand your Textbook Reading Assignments, Create Study Guides, Write a Draft, take it to the Writing Lab, then a Final Paper...Multiply the number of class hours you are taking this semester by 2, and subtract that from 168.  $168 - \underline{\hspace{2cm}} - \underline{\hspace{2cm}} - \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$
- How much time remains? These are your 'free hours'! For social life, down time, unscheduled time, etc.

## **THINGS TO CONSIDER:**

- If you are a full-time student, you have a full-time job! You may think that the 12-15 hours a week you are in class should leave you plenty of time to work 20 + hours at a job, but are you factoring in an adequate number of study hours?
- When you block in study hours, remember that it is often more effective to use a 'study-break-study' plan rather than try to study for hours at a time!

*Need More Ideas?* Check out other Time Management handouts at the CSL!

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